



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 29<sup>th</sup> June 2017 at 7.00pm**

<b>Minutes issued Approval due:</b>			
<b>Membership:</b> Lucy Hampton, Kelly Peck, Julie Cook, Roz Starkey, Cliff Kendall, Jane Watts, Mandy Flaherty, Rachael Booker, Roger Read, Maria Radwell, Jayne France, Hannah Mulcrone. <b>Clerk:</b> Pam Dowdell <b>Apologies:</b> Vanessa Watson. <b>Late:</b>			
<b>Points discussed</b>	<b>Decisions and Action</b>	<b>when</b>	<b>by whom</b>
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies	Apologies received from Vanessa Watson. Jayne France was welcomed to the meeting. The Diocesan Board of Education are in the process of appointing Mrs Jayne France.		
2. Register of Pecuniary Interests	Governors declared no 'interest' in Agenda items.		
<b>Minutes of last meeting &amp; matters arising</b>			
3. Previous Minutes	The minutes of the last FGB meeting were declared a true record and signed by the chair (LH). These will now be published on the school website.		PD
4. Matters Arising	<b>Policies:</b> Complaints Policy: Cambridgeshire County Council has published an updated model policy. Governors discussed item 3.7 and 3.8 regarding written and face-to-face review meetings. They agreed to amend the policy to hold face to face meetings. All Governors approved the policy. It will now be published on the website.	June 17	PD
	<b>Pay Review Committee:</b> CK, RS, RB & JW - 13 July 2017 @ 9.45am. It was agreed that VW and KP did not need to attend. The Pay Committee will also review the 2017-18 pay policy in September 2017.	July/Sept	CK, RS, RB & JW
	<b>SLA Review</b> - Working Party Meeting arranged for 5 <sup>th</sup> July at 6pm		
<b>Updates</b>	<b>(Brief Updates – Fuller discussion in relevant committees)</b>		
5. Kitchen Ventilation	Scaffolding has been erected on roof in preparation for the installation of air handling unit. A 'Project Programme' timetable has been received.		
6. Funding and Grants	Governors discussed a draft letter written by LH & JW to send to parents. Governors liked the factual content but felt that an opening headline/summary statement e.g. "sustainability of our village school" would have a greater impact with parents. Governors liked the FAQ sheet but agreed to send it home to parents as a second letter to keep the school financial situation current. JW has also written an article for the Autumn addition of the Parish Pump, Governors felt that the letter should go out to parents this term. Governors also discussed holding a meeting in September with parents and maybe the wider community it was agreed to set a date to encourage as many people as possible to attend.	July 17	LH/JW
7. Alconbury Weald Special School	A sponsor is currently being sought for a new Special School on the Alconbury Weald development. It was unclear who would be leading this school although some Governors thought it was CEMAT		
<b>For decision/agreement</b>			
8. School Governor Service	Governors discussed what and how the Governor Service was used and did it provide value for money? The feeling was mixed as some of the training was not as expected. The Service did provide a place for advice and reference on statutory and regulatory matters. Governors agreed to continue with the service for 17-18, monitor access and look at options for 18-19.	Autumn	All

9. Governor Roles	<p>A Safeguarding and Child Protection Governor is required this term to complete annual return. LH agreed to meet with JW to complete this. Governors were asked to think about their roles and responsibility for next year.</p> <p>The Full Governing Body meeting dates for 2017/18 are:</p> <table border="1" data-bbox="383 254 1252 443"> <tr> <td>FGB</td> <td>Autumn 1</td> <td>Thursday</td> <td>21-Sep-17</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Autumn 2</td> <td>Thursday</td> <td>16-Nov-17</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Spring 1</td> <td>Thursday</td> <td>25-Jan-18</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Spring 2</td> <td>Thursday</td> <td>08-Mar-18</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Summer 1</td> <td>Thursday</td> <td>26-Apr-18</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Summer 2</td> <td>Thursday</td> <td>28-Jun-18</td> <td>7:00 PM</td> </tr> </table>	FGB	Autumn 1	Thursday	21-Sep-17	7:00 PM	FGB	Autumn 2	Thursday	16-Nov-17	7:00 PM	FGB	Spring 1	Thursday	25-Jan-18	7:00 PM	FGB	Spring 2	Thursday	08-Mar-18	7:00 PM	FGB	Summer 1	Thursday	26-Apr-18	7:00 PM	FGB	Summer 2	Thursday	28-Jun-18	7:00 PM		
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10. Academisation	<p>Governors had a long discussion on Academisation. Several governors attended a DEMAT Academisation workshop and agreed it was good presentation. Andrew Reid presented DEMAT as a caring, honest and plain talking organisation. DEMAT are able to offer stability and autonomy to schools. Due to a change in DEMAT management staff the Trust now appears to be well lead, offering support and opportunity with vigour and challenge to schools. Previous research concluded there are only 2 options available for Alconbury CE Primary School, either to remain as a LA maintained school or to join DEMAT. As Alconbury is good school there is minimal support from the LA and there is a feeling of being forgotten and left alone. Governors agreed to invite DEMAT to a meeting to discuss with Governors and Staff what they would be able to offer to the school for the future.</p>	July 17	LH/JW																														
School Monitoring																																	
11. Head Teacher Report	<p>Several Governors sent questions to JW prior to the meeting. JW answered the questions and updated governors on the following: reasons and actions taken for persistent absence, the level of parental debt, the additional cost to cover staff sickness, outcome of lockdown procedure, removal of potentially unsafe PE equipment, storage of resources, safeguarding packs for various stake holders, staff organisation and pupil numbers for September, Y2 &amp; Y6 assessment and expected results, HT support provided to other school and stakeholder and community involvement in A14 hall mural project. The full list of the questions and answers is attached to these minutes. JW thanked all staff for working together and supporting everyone during staff absences and Governors expressed their thanks to JW &amp; HM for all their hard work.</p>																																
12. SIP & SIAMs Action Plan update	<p>A Governor also asked if 'Nursery Provision' and the Forest Schools programme could be added to committee agendas in September. This was agreed. JW advised that next year SIAM plans would be embedded in the SIP but still highlighted as 'SIAM' action points.</p>																																
13. Governor Visits To School	<p>RS met with HM to discuss plans that have been put in place to manage SEND provision for children joining Alconbury School in September. RS to complete a visit report. RS expressed concerns regarding the pressure on school budget due to additional expenditure for equipment required to support children. SEN funding awarded is insufficient to cover resource and specialist equipment costs. MR suggested contacting Glynn's fund to ask for funding towards the cost. LH asked all governors to complete a 'visit' to school before Oct half term.</p>	<p>July</p> <p>July/Sept</p> <p>Sept/Oct</p>	<p>RS</p> <p>MR</p> <p>All</p>																														
14. Governing Body Evaluation	<p>Cambridgeshire Governor Service is no longer completing their annual evaluation; this was a useful GB exercise as it highlighted areas of weakness. A new evaluation tool based on the 'All-Party Parliamentary Group' (APPG) recommendation has been issued. The tool is very detailed so Governors agreed to set a regular agenda item at committee meetings to discuss a few items at a time. This will regulate workload and ensure continuous evaluation of Governance and leadership.</p>																																

Governor Development			
15. Well Being (Both Children & Staff)	<p>Governors discussed in small groups what they knew, didn't know and how they monitored wellbeing in school.</p> <p>Governors agreed there was an 'openness' across all staff levels which together with school actions such as wellbeing day and thank you messages ensured everyone felt valued. Staff invest time in each other and have an empathy to personal circumstances thus providing a caring environment. Teachers and TAs have an opportunity to discuss well being during performance management and JW and HM are participating in a cluster well being programme.</p> <p>The well being of children is supported during Assertive Mentoring and Treetop sessions. Staff are aware that if children are well and happy they learn and perform better. Governors agreed it was important to invest in pupils wellbeing, as it encourages good behaviour, helps maintain good data and minimizes parental complaints. Pupils at Alconbury School have a large amount of enrichment opportunities which boost their confidence and wellbeing. When appropriate school supports the wellbeing of parents to ensure that where possible the wellbeing of children is maintained in all area of their life. Governors were also aware of the effect that some high needs children can have on the well being of other pupils, school staff, parent and themselves.</p>		
16. Any Other Business	<ul style="list-style-type: none"> <li>• JW thanked the teacher and teaching assistants who went on the Year 5 &amp; 6 residential trip to Kingswood. All the children had a wonderful time and were well behaved.</li> <li>• The T&amp;L committee has reviewed the intimate care policy, which is required for SEND pupils in September. Governors approved the policy.</li> <li>• New Data Protection law comes into effect from May 2018. RR to agreed to be the named Data Protection Officer.</li> <li>• MF advised that following the departure of Mary Jepp she had been appointed Priest in charge for the next 15 months.</li> <li>• MF advised that to celebrate the formal opening of the 'Project 21' extension to the church, afternoon teas are being served between 2-4pm on Saturday 1<sup>st</sup> July 2017.</li> <li>• The bishop will also be holding a service in the church at 7.30pm on Wednesday 5<sup>th</sup> July 2017.</li> <li>• Hannah Mulcrone was thanked for her work covering Jane Watt's absence.</li> <li>• There was no further business and the meeting closed at 9.00pm</li> </ul>		
17. Next Meeting	<b>Full Governing Body Meeting</b> Thursday 21 <sup>st</sup> September 2017 at 7pm		
<b>Dates of future meetings and events</b>		<b>Comments</b>	

## Governing Body and Governor Roles and Responsibilities for 2016/17

<p>Future Development Topics</p>	<p>Governors agreed the following based on the outcome of the Governor Effectiveness Audit</p> <ul style="list-style-type: none"> <li>• Governor Visits – Priority Areas (<i>Plan to hold an informal Governor and staff evening</i>)</li> <li>• Data (<i>Use data monitor and assess progress of SEN pupils</i>)</li> <li>• Progress and Vulnerable Groups</li> </ul> <p>Performance Management and Standards (<i>Governors felt they needed to develop their understanding of the process</i>)</p>																																																																																														
<p>Governing Body Objectives</p>	<p>Governors reviewed and revised objectives and added a 4<sup>th</sup> from Sept 2017</p> <ol style="list-style-type: none"> <li>1. Improve Governor knowledge by             <ul style="list-style-type: none"> <li>• Developing relationships with staff</li> <li>• Developing relationships with pupils</li> <li>• Understanding performance data</li> </ul> </li> <li>2. Enabling children to reach their full potential in all aspects; teaching and learning, social, moral and wellbeing.</li> <li>3. Continuous evaluation of Governing Body effectiveness</li> <li>4. Strategically overseeing the provision and effective use of resources in an environment where safety is paramount.</li> </ol> <p>Governors suggested the following actions to aid development in 16/17</p> <ul style="list-style-type: none"> <li>• adding the priorities to committee agendas to maintain a focus</li> <li>• develop relationships with new and linked members of staff</li> <li>• Publish agreed minutes on the Governors page on the website.</li> <li>• Maintain a log and report of progress of priorities at meetings</li> <li>• Further develop Governors understanding of data.</li> </ul>																																																																																														
<p>Committees &amp; Governor Responsibilities</p>	<p>Governors confirmed committees and agreed set up cross committee working parties when needed.</p> <table border="1" data-bbox="386 888 1263 1209"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching &amp; Learning</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Cliff Kendall</td> <td>Chair</td> <td></td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Vice Chair</td> <td></td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td>Clerk:</td> <td>Roz Starkey</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Kelly Peck</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td>Hannah Mulcrone</td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td>(attends)</td> </tr> </tbody> </table> <p><b>Governors Responsibilities</b></p> <table border="1" data-bbox="386 1241 1263 1650"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td rowspan="10">Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts</td> <td>Child Protection</td> <td></td> </tr> <tr> <td>Inclusion (G&amp;T)</td> <td></td> </tr> <tr> <td>Inclusion (SEND)</td> <td>Roz Starkey</td> </tr> <tr> <td>Looked after children-LAC</td> <td>Roz Starkey</td> </tr> <tr> <td>Pupil Premium</td> <td>Roz Starkey</td> </tr> <tr> <td>Prevent Governor</td> <td>Mandy Flaherty</td> </tr> <tr> <td>Health &amp; Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training &amp; Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Cliff Kendall Lucy Hampton Rachael Booker</td> </tr> </tbody> </table> <p><b>Link Governors</b></p> <table border="1" data-bbox="386 1682 1498 1881"> <thead> <tr> <th>Year</th> <th>R</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Michela Payne</td> <td>Carly Mawhinney Sue Hutchinson</td> <td>Rebekah Bell</td> <td>Steph Game</td> <td>Kathryn Porter</td> <td>Charlie Hawkins</td> <td>Maria Radwell</td> </tr> <tr> <td>Governor</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Mandy Flaherty</td> <td>Rachael Booker</td> <td>Kelly Peck</td> <td>Cliff Kendall</td> <td>Lucy Hampton</td> </tr> </tbody> </table> <table border="1" data-bbox="386 1913 1498 2039"> <tbody> <tr> <td>Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>SEN/Deputy</td> <td>Roz Starkey</td> </tr> <tr> <td>Office</td> <td>Roger Read</td> </tr> <tr> <td>Teaching Assistants</td> <td>Roz Starkey via SEN &amp; Class Teacher link Governor</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair		Vice Chair	Mandy Flaherty	Vice Chair		Clerk:	Pam Dowdell	Clerk:	Roz Starkey		Lucy Hampton		Kelly Peck		Roger Read		Maria Radwell		Rachael Booker		Jane Watts		Vanessa Watson		Cliff Kendall		Julie Cook		Hannah Mulcrone		Jane Watts		(attends)	Pay review	Responsibility	Governor	Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection		Inclusion (G&T)		Inclusion (SEND)	Roz Starkey	Looked after children-LAC	Roz Starkey	Pupil Premium	Roz Starkey	Prevent Governor	Mandy Flaherty	Health & Safety	Julie Cook Vanessa Watson	Training & Development	Lucy Hampton	Performance Management	Cliff Kendall Lucy Hampton Rachael Booker	Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Sue Hutchinson	Rebekah Bell	Steph Game	Kathryn Porter	Charlie Hawkins	Maria Radwell	Governor	Julie Cook	Vanessa Watson	Mandy Flaherty	Rachael Booker	Kelly Peck	Cliff Kendall	Lucy Hampton	Head Teacher	Lucy Hampton	SEN/Deputy	Roz Starkey	Office	Roger Read	Teaching Assistants	Roz Starkey via SEN & Class Teacher link Governor
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